

**Hurricane Preparation Check List –**

**Accelerator Engineering  
Vacuum and Installation**

**YEAR-ROUND READINESS**

1. Building Manager and/or Safety Warden monitors weather radio; alerts personnel of any watches or warnings. The nearest weather alert radio is located in Building 58, Room 202.
2. Supervisors, Sponsors, or SOTRs brief new personnel and visitors on JLab's Severe Weather preparation and response plans.
3. Send revisions to Severe Weather Check List to Emergency Manager for web-page posting.
4. Update Essential Personnel Lists. Send copy to Emergency Manager.

**HURRICANE PREPAREDNESS CONDITION 1 (HPC-1)**

*Duration of Hurricane Season (June 1 – Oct. 30)*

1. Review/update Severe Weather Check List. Send mark-up to Emergency Manager for web-page posting.
2. Update Essential Personnel Lists. Send copy to Emergency Manager.
3. Inventory Supplies on hand; replenish if needed:
  - a) Plastic covering
  - b) Rope
  - c) Flashlight/Batteries
  - d) Plastic tape
4. **Report completion of preparations to line management.**

## HURRICANE PREPAREDNESS CONDITION 2 (HPC-2)

1. Review all work in progress and make necessary changes to the schedule and to priorities.
2. **Report completion of preparations to line management.**

## PREPAREDNESS CONDITION 3 (HPC-3) – Highest

1. Backup all databases.
2. Turn off and unplug all equipment, including computer terminals.
3. For all vacuum and installation equipment not critical to cryomodule operation
  - a. Remove pump carts from tunnel (not currently pumping on a cryomodule) and store in vacuum lab.
  - b. Power down and unplug all equipment.
  - c. Any equipment that remains in the tunnel should be raised 8" or more above the floor (portion of the equipment that could be damaged).
  - d. Cover and secure the following items with plastic:
    - a. Computer terminals
    - b. Printers
    - c. Anything in the area that may be damaged by water
4. Clear window areas of potential damage to equipment, paper, records, etc.
5. Place paper stored on the floor on tables.
6. Store gas cylinders and dewars inside buildings (consider ODH)
7. Forklifts are to be stored indoors.
8. All electric carts are to be stored indoors (can be brought to physics storage to be put in Hall ramps).
9. All government owned vehicles in our charge should be filled with fuel.
10. Supervisors, Sponsors, or SOTRs brief staff, visitors, and subcontractors about sources for Lab status information may be found and the importance of not returning to the site until re-opening is officially announced.
11. **Report completion of preparations to line management.**

## DOWNGRADING READINESS CONDITIONS

1. When Lab management downgrades the readiness condition and announces that it is safe to allow occupants to return to their offices and work places, provide guidance to staff about restoring their offices and equipment to normal.
2. If storm damage is a possibility or a certainty, inspect all areas for damage. Make an inventory of affected areas and equipment, noting the apparent damage based upon preliminary assessments.
3. Restore all operable equipment to operation.
4. Return all records and electronic media to normal locations.
5. If the experience of preparing for this storm, presented opportunities to improve the check list, initiate necessary changes/update with the Emergency Management Manager.

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Return to [Hurricane Check List](http://www.jlab.org/intralab/emergency/hurricane/index.html). <http://www.jlab.org/intralab/emergency/hurricane/index.html>

Return to [Emergency Management](http://www.jlab.org/intralab/emergency/). <http://www.jlab.org/intralab/emergency/>

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For questions regarding Emergency Management, contact [John Kelly](#).